

# Enrollment Procedures

**Please note these procedures are only applicable to enroll students during the regular school year into the traditional school calendars, not the specialty calendars or programs such as summer school or the after school programs.**

## Create a New Enrollment:

1. Search for student to enroll into a traditional school calendar

**Path:** Census > People > Search for student name, then go to Enrollment tab > New

2. Create a new enrollment for the student

- Select appropriate Calendar to enroll
- Schedule: ALWAYS Main
- Enter student Grade Level for the traditional year
- Start date should be the date the student started having positive attendance
- Service Type: P: Primary
- Enter appropriate Local Start Status (common choices listed)
  - Type 01: New to School, transferred from another school within same district
  - Type 02: New to School, transferred from a different CA district
  - Type 03: New to School, transferred from out of state
  - Type 05: New to School, transferred from private non-religious CA school
  - Type 07: New to School, transferred from private religious CA school
  - Type 18: Kindergartener

### \*Local Start Status

Select a Value

- 01: From public school, same district
- 02: From public school, different state dist
- 03: From public school, different state
- 04: From private non-relig sch, same district
- 05: From priv non-relig sch, diff state dist
- 06: From priv non-relig sch, different state
- 07: From priv relig sch, same district
- 08: From priv relig sch, diff state dist
- 09: From priv relig sch, different state
- 10: From a school outside of the US
- 11: From an institution
- 12: From a charter school
- 13: From home schooling
- 14: Matriculation from another school
- 15: Continuous within same school
- 16: Re-entry after vol. withdrawal
- 17: Re-entry after invol. withdrawal
- 18: First entry into a US school, not prev in school

**General Enrollment Information**

*Calendar	*Schedule	*Grade	Class Rank Exclude	External LMS Exclude
<input type="text"/>	Main	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Start Date	End Date	End Action	*Service Type	
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	P: Primary	
*Local Start Status		Local End Status		
Select a Value		Select a Value		
State Start Status		State End Status		
Start Comments		End Comments		
<input type="text"/>		<input type="text"/>		

3. Save

If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: [support@scusd.edu](mailto:support@scusd.edu)